

**ADMINISTRATIVE ASSISTANT  
BOARD OF SELECTMEN / TOWN MANAGER**

**Summary:**

Reporting to the Town Manager, the Administrative Assistant completes highly responsible administrative duties that may require confidentiality and tact. The incumbent is responsible for all aspects of administration of the office of the Board of Selectmen and Town Manager.

The incumbent must maintain and/or supervise the maintenance of confidential, financial, personnel, and other records, acting as a liaison with other town departments and outside organizations, transcribing and/or composing correspondence, in addition to legal and/or confidential documents; and all other related work as may be required or assigned.

**Level of Responsibility:**

Working under the supervision of the Town Manager will establish own work plan and priorities, using established guidelines and procedures; only unusual cases are referred to the supervisor.

Performs varied and responsible functions requiring comprehensive knowledge of departmental operations and the exercise of judgment in responding to inquiries, dealing with the public and in day-to-day administration of the office. May supervise up to two part-time clerical employees including participants of Senior Tax Abatement Program.

**Major Duties:**

- Prepares Board of Selectmen agenda for review with the Chairman and coordinate with various departments and citizens requesting to be included on the agenda; posts meeting notices and makes necessary arrangements with other departments and local cable access volunteers; attends all meetings, including executive sessions, taking minutes and preparing minutes for approval at subsequent meetings.
- Coordinates work resulting from meeting actions such as searching and procuring information, generating letters documenting Board action to residents, other departments, employees and other constituencies.
- Processes applications for liquor licenses; verifies documentation; prepares public notices, issues liquor licenses and other permits; sends required forms to the Massachusetts ABCC and Department of Public Safety; processes change of manager, location or alteration of premises, and pledge of license forms; completes correspondence and forms required by the ABCC. Completes and submits various annual reports of license activity as required by the ABCC.
- Processes applications for other licenses, including lodging houses, common victualer, innholder, class I, II and III auto dealerships, amusement devices, Sunday and weekday entertainment, non-profit and general licenses; ensures compliance with deadlines.
- Handles routine citizen complaints, department problems and other routine administrative detail; assists the Town Manager in reviewing administrative policies and coordinating departmental procedures to ensure maximum service.

- Prepares appointment paperwork for all town Boards and Committees, including preparation of annual re-appointments for both the Board of Selectmen and the Town Manager. Assists Town Clerk's office with swearing-in ceremony and community volunteer appreciation reception.
- Prepares the Town's Annual Report in coordination with all town departments, boards, committees and officials as required by Mass. General Law and Town Bylaws.
- Prepares Town Meeting warrants including the drafting and assembling of articles; arranges follow-up on article action; forwards articles to appropriate departments and town counsel; arranges publication and posting of legal notices and warrants in local newspapers. Employs town constable to post warrant as required by Town Charter. Prepares recommendations of Finance & Warrant Advisory Committee, Planning Board, Capital Program Committee, and Board of Planning & Community Development. Attends town meetings.
- Assists the Town Manager in the gathering of data for the town's capital and operating budgets for review by Selectmen and Finance Committee; responsible for distributing budget request forms and collecting budget request forms.
- Assists the Town Manager in the administration of the Town's risk management program and property and casualty insurance programs.
- Calculates and prepares weekly payroll for the department, maintains personnel records relating to sick leave, overtime, holiday leave and vacations.
- Prepares weekly invoices for payment and oversees line item budget expenditures to ensure that budget is not overspent. Receives payment for various permits, licenses, and events. Reconciles monthly with Town Treasurer and Town Accountant.
- Administers the Senior Tax Abatement Program and Claire Brouillet Internship Program. Maintains personnel information on participants and coordinates with other departments with regards to selection and various administrative responsibilities unique to the programs.
- Coordinates external information technology services on behalf of Town departments.
- Accepts Cable Licensing Fees and administers payments to the affiliated community access cable station on a timely basis.
- May be requested to serve as the CORI administrator for Town Hall. Maintains highly confidential records on individuals CORI by the Town. Follows the strict guidelines of the Criminal History Board and completes required annual audit.
- Assists Town Manager to maintain continuous contact with town officials and employees, the general public, vendors, consultants, members in the business community and others that frequently require a high degree of tact, social sensitivity, judgment and the ability to deal with many different personalities.

- Is occasionally required to work outside normal business hours and must observe regular attendance and punctuality.
- Responsible for filing and maintenance of all office records and files. Inventory and order office supplies and all administrative functions of the office.
- Responsible for the flow of correspondence through the Board of Selectmen and Town Manager's office. Replies to invitations and requests on behalf of the Board of Selectmen.

**Knowledge, Skills, Ability:**

*Knowledge:* Knowledge of the basic principles and practices of office management to ensure the smooth functioning of the office. Working knowledge of computer programs used in the work of the office. Basic knowledge of the responsibilities of other Town Departments and Committees. General knowledge of the community is desirable.

*Skill:* Ability to record and transcribe information and communications to produce accurate meeting minutes. Excellent customer service skills. Skill in maintaining the confidentiality of department records. Skill in all of basic office tools and equipment, including but not limited to a computer, printer, telephone, fax, recording equipment, and an adding machine. Must be proficient in Microsoft Office environment (Word, Excel, Outlook, Access and PowerPoint desirable).

*Ability:* Ability to maintain detailed accurate records. Ability to effectively and appropriately communicate information effectively, using both oral and written skills, with the general public, public officials and the media. Ability to carry out work assignments with a high degree of independence. Ability to resolve difficult customer service requests. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure.

**Minimum Requirements:**

Associates Degree with course work in typing, general office routines plus three to five years office experience OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities to perform the duties of the position. Experience in a municipal setting highly desired.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.